

## Required Format for E-1 Visa Renewal

Tab A	<p><b>Table of Contents and Cover Letter</b></p> <p>Please provide a cover letter describing how the company and the beneficiary qualify for E-1 status. This letter should address all the requirements for E-1 visa eligibility which are described in depth in <a href="#">U.S. Department of State Foreign Affairs Manual (9 FAM 402.9)</a> and require the applicant to show:</p> <ul style="list-style-type: none"> <li>➤ That the requisite treaty exists (<a href="#">9 FAM 402.9-4(A)</a>);</li> <li>➤ That the individual and/or business possesses the nationality of the treaty country (<a href="#">9 FAM 402.9-4(B)</a>);</li> <li>➤ That the activities constitute trade within the meaning of the Immigration and Nationality Act, section 101 (a) (15) (E) (<a href="#">9 FAM 402.9-5(B)</a>);</li> <li>➤ That the trade is substantial (<a href="#">9 FAM 402.9-5(C)</a>);</li> <li>➤ That the trade is principally between the United States and the treaty country (<a href="#">9 FAM 402.9-5(D)</a>);</li> <li>➤ That the applicant, if an employee, is destined to an executive/supervisory position or possesses skills essential to the firm's operation in the United States (<a href="#">9 FAM 402.9-7(B)</a>). For essential employees, please include evidence that the employee had the essential skills that the enterprise urgently needs, as well as the projected duration of this essentiality. You may also explain why the enterprise was unable to find a qualified U.S. citizen or Legal Permanent Resident to fill the position; <b>and</b></li> <li>➤ That the applicant intends to depart the United States when the E-1 status terminates (<a href="#">9 FAM 402.9-4(C)</a>).</li> </ul>
Tab B	<p><b>Forms and Applicant Information</b></p> <ul style="list-style-type: none"> <li>➤ For principal applicant(s) and dependent family member(s): <a href="#">DS-160</a> confirmation page generated by the online system, with suitable photo. Please make sure that the confirmation page shows a bar code;</li> <li>➤ For principal applicant(s): Fully completed form <a href="#">DS-156E</a> parts I, II and III. Please fill out the form online. Contact information must include an e-mail address;</li> <li>➤ A full-face, color photo per person (taken within the last 6 months), white background; 2 inch x 2 inch = 5 cm x 5 cm, without glasses (printed on photo paper);</li> <li>➤ Principal applicant's resume or curriculum vitae and a copy of educational certificates, diplomas and/or transcripts;</li> <li>➤ For principal applicant(s) and dependent family member(s): Photocopy of data (photo) page of passport (DO NOT SEND ANY PASSPORTS BY MAIL) and copies of any previous E-2 visas ; copies of the official marriage certificate and birth certificates for dependents showing the relationship to the principal applicant;</li> <li>➤ Machine-Readable Visa (MRV) payment receipt from <a href="#">U.S. Visa Info</a> showing payment of the nonrefundable application fee for the principal applicant and each accompanying family member;</li> <li>➤ If represented in this matter by an attorney, a signed <a href="#">Form G-28</a>, "Notice of Entry of Appearance of Attorney as Representative" must be submitted. The G-28 must include the email address and phone number for the attorney. If the representative is not an attorney, please submit a letter of agreement with contact information between the applicant and the representative signed by both parties;</li> <li>➤ Signed statement from the principal applicant of <b>intent to depart the U.S.</b> upon termination of E status.</li> </ul>
Tab C	<p><b>Ownership</b></p> <p>The application must demonstrate that nationals of Belgium own at least 50% of the business. U.S. dual citizens or Legal Permanent Residents who hold Belgian nationality do not qualify for this determination. Please highlight the relevant sections in every document provided as evidence, particularly if ownership has changed since the previous application. Evidence can include, but is not limited to:</p> <ul style="list-style-type: none"> <li>➤ Articles of Incorporation (for corporations) or Organization (for LLCs) for the U.S. business or other similar documents for US business;</li> <li>➤ Share certificates and operating agreements (as applicable), share ledgers, stock certificates or other applications to confirm ownership;</li> <li>➤ If the U.S. based business is a subsidiary or affiliate of a foreign corporation, provide their relevant incorporation and ownership documents (<b>legal evidence</b> e.g. Belgian Monitor, shareholder register...) for the business clearly showing the percentages of ownership of the ultimate owners;</li> <li>➤ Color photocopies of the bio data pages of the passports of the owners of the ultimate parent company;</li> <li>➤ If the firm has several owners or subsidiaries or if the chain of ownership includes intermediary entities, please include the following (as applicable):             <ul style="list-style-type: none"> <li>• An organization chart with names showing the full ownership structure of the entity;</li> <li>• <b>Legal evidence</b> (Belgian monitor, shares certificates, shareholder register...) of instances of ownership within that chain;</li> <li>• Photocopies of the biographical data page of the owners' passports and the ownership percentage of each unit holder of the definitive parent company;</li> <li>• If the firm is publicly traded with many shareholders (none of which own more than 50%) please also include:                 <ul style="list-style-type: none"> <li>○ A written declaration authorized by a corporate official stating all of the stock exchanges on which the firm is traded;</li> <li>○ A copy of recently issued trading information concerning the nationality of the stock's owners;</li> <li>○ If the firm is an incorporated entity outside of the U.S., include a chart of ownership of the business and a certificate of existence/registration from the state/province in which the</li> </ul> </li> </ul> </li> </ul>

	company is incorporated.
Tab E	<p><b>Trade</b></p> <ul style="list-style-type: none"> <li>➤ Evidence of substantial trade as defined by 9 FAM 402.9-5 (C) <b>Mandatory: You must include a detailed spreadsheet listing every qualifying transaction of international trade between the treaty countries during the last calendar year.</b> If there is a U.S. entity with separate legal status (such as an incorporated company or an LLC), all figures should refer to its trade. Otherwise, consider the trade of the Belgian company. This table should include the date, the invoice number, and the dollar value of the transaction. Show in a prominent place the total number and value of these transactions;</li> <li>➤ Provide copies of a representational sampling of the U.S. DHS bills of lading, invoices summarized in the table, shipping invoices, air bills proving that the goods or services moved from one country to the other;</li> <li>➤ U.S. tax returns for the business for the past three years. These must be copies of the signed and dated forms actually submitted to the IRS.</li> </ul>

**Please assemble your package according to these guidelines.** If the application is incomplete, a U.S. Embassy Visa Section team member will contact the principal applicant and/or legal representative for submission of documents. Do not include brochures or other miscellaneous information that do not contribute to the value of your case. We evaluate many applications monthly. Please think lean, and demonstrate your business prowess.